



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

INFORMATION MEMORANDUM
WAP-IM-2004-006

TO: WAP and HEARTWAP Subgrantee Executive Directors
WAP and HEARTWAP Subgrantee Energy Directors

FROM: Ken Rauseo, Deputy Director
Division of Community Services/Community Services Unit

SUBJECT: **ANNUAL WAP and HEARTWAP INVENTORY REPORT**

DATE: February 5, 2004

Weatherization Assistance Program (WAP) and HEARTWAP (HW) subgrantees must conduct a complete physical count of all WAP and HW inventory as of March 31, 2004. The inventory report must be inclusive of all office equipment, technical tools and equipment and owned vehicles purchased with WAP and HEARTWAP funds.

The attached Inventory Report must be typed and signed by the Executive Director of the agency and must be received at DHCD/DCS no later than **May 14, 2004**. Subgrantees are to submit only one combined report for all WAP and HW inventory.

Should you have any questions regarding the maintenance or disposition of WAP and HW inventory or the preparation of this report, please do not hesitate to contact me at (617) 573-1431.

ATTACHMENT: Inventory Forms